

ANNUAL FILING CHECKLIST ADMITTED REINSURERS

**THE FOLLOWING CHECKLIST IS PROVIDED TO AID YOUR COMPANY IN
SUBMITTING A COMPLETE FILING TO THIS DEPARTMENT (COPY OF THIS
CHECKLIST IS TO BE SUBMITTED WITH FILING)**

REPORTING COMPANY NAME: _____

CONTACT PERSON NAME AND TITLE: _____

CONTACT PERSON PHONE NO. AND E-MAIL ADDRESS: _____

ITEMS TO BE SUBMITTED	<u>SUBMITTED</u>	
	YES	NO
1. Renewal Fee (pay on-line at http://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/surety_home.htm)		
2. Annual Financial Statement of Reporting Company		
3. NAIC CD of Reporting Company		
4. For Subsidiaries Shown on Schedule D:		
a. Annual Financial Statement of Insurance Company Subsidiaries		
b. NAIC CD of Insurance Company Subsidiaries		
c. Balance Sheet as of Year End for Non-Insurance Company Subs		
5. Treasury Schedule F (form provided on-line)*		
6. Copies of LOC's and Trust Agreements for Largest Recoverable Amounts Reported on Sch. F, Part 2, Columns 4a and 4b		
7. CPA Audited Financial Statements (specific to reporting company - consolidated filings only accepted if approval granted by this Dept.)		

8. CPA Report on Internal Controls		
9. CPA Management Letter/Letter of Qualifications		
10. 10K Report		
11. Management's Discussion and Analysis		
12. Independent Actuarial Opinion		
13a. NAIC IRIS Ratio Results		
b. Explanation of IRIS Ratios with Unusual Results		
14. Current State Exam Report (if not previously provided) and copy of correspondence responding to Examiner's recommendations		
15. Updated Biographical Affidavits of New Officers and Directors (use NAIC Format)		
16. Description of Miscellaneous Assets Reported on Page 1 of the Annual Financial Statement		
17. Current Appraisals for Mortgage Loans and Real Estate Acquired During this Past Year		
18. Insurance Dept. Certificates: - verifying large infusions of capital or surplus - verifying approval of extraordinary dividend		
19. Documents Describing Changes in the Company (i.e., name change, ownership change, change in state of incorporation, change in CPA audit firms, etc...)		
20. Copies of Change to Charter or Articles of Incorporation or Bylaws Which Occurred this Past Year		

*****NOTE: IT IS NOT NECESSARY TO SUBMIT INSURANCE EXPENSE EXHIBITS*****

***ALL OF OUR FORMS ARE AVAILABLE ON-LINE AT**
http://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/surety_home.htm